CV
Curriculum Vitæ

ASIF ZAHEER

Address: Plot #. 3RD FLOOR R/241 DASTAGIR FB AREA, KARACHI.
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❖ CAREER OBJECTIVE:

To work with an aggressive and motivated team of professionals, seeking goals for future and to apply professional and academic knowledge to challenging tasks leading to growth and development of organization and career development.

❖ ACADEMIC QUALIFICATION:

- B.Com from Govt. Degree Sci. Comm. College.
- Inter from Govt. Degree Sci.Comm. college
- Matriculation from Sipahi primary & Secondary School Karachi.
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❖ COMPUTER SKILLS:

- Microsoft office Automation
- MS Office (MS Word, MS Excel, MS Power Point) Internet Email
- Windows Software Installation.
- Graphics (Adobe Photoshop, Coral Draw, Macromedia FreeHand)
- Windows Networking Analysis & Solution.
- System Hardware Problem Solution& Installation.
- Manuals Accounting
- Photoshop & In Page Urdu

❖ SERVICE EXPERIENCE & SKILLS:

❖ 1 year Experience as a Cashier in Galaxy Money Changer.

❖ 6 Months Experience as a Store Incharge in Paramount Lace.

❖3 years Experience as a Assistant Accountant in Paramount Lace.

- ❖ Worked with Paramount Lace as an "Sales Officer"

Responsibility:

Prepare & Posting Journal Vouchers.(Debit & Credits)
Prepare manual accounts (Party ledger & Commission ledger)
Prepare and maintain stock register/ inventory record.
Ledger Reconciliation Checking & Verification of monthly Expenses reports.
Prepare Purchase & Sale bill.
Prepare statement & calculation monthly commissions of Salesmen.

❖ 5 years Experience as a Accountant in **CLASSIC LACE. (Continue)**

Responsibility:

Prepare & Posting Journal Vouchers.(Debit & Credits)
Prepare manual accounts (Party ledger & Commission ledger)
Prepare and maintain stock register/ inventory record.
Ledger Reconciliation Checking & Verification of monthly Expenses reports.
Prepare Purchase & Sale bill.
Reconcilation monthly Bank Account Statement.
Prepare statement & calculation monthly commissions of Salesmen.
Prepare monthly salaries of staff

❖ Personal Profile:

- Father Name : Zaheer Ahmad
- Date of Birth : 11th-June-1993
- C.N.I.C : 42301-7250922-9
- Nationality : Pakistani
- Domicile & P.R.C : Karachi Urban (south)

- Religion : Islam
- Marital Status : Married

❖ Languages:

- Urdu
- English

❖ Reference:

- To be furnished upon request.

Courses:

- Import & Export Correspondence & Weboc Entry File from Import & Export.